



Grants Management Connection

VOLUME 1, ISSUE 1

AUGUST 2016

INSIDE THIS ISSUE:

Contacting Grants Management 1

In the Interest of Completion Report Time 1

GME News You Can Use 2

Keys to a Successful Grant Closeout 2

Start The School Year Off Right 3

Get to Know Your Grants Team 3

GMU: Upcoming Training Opportunities 3

Contacting Grants Management

Did you know... Grants Management recently implemented a new support environment that allows our team to better support you?

Now when you email your questions to Grants@azed.gov, you will receive a Service Manager Ticket confirming your request has been received and promptly routed to the appropriate Grants Management team member. Important tips to remember once you receive the Service Manager Ticket:

- ♦ **The reply email you receive will have a support ticket number in the subject line.** Make a note of this ticket number – it will be the key to support success!
- ♦ **Once your questions are answered, you will receive a survey opportunity.** Don't be shy! Please tell us about your experience, so we can continue to improve our process to better serve you!

Don't forget! You can also contact us through the *Grants Management Hotline* at **(602) 542-3901** during regular business hours. All calls received will be entered into Service Manager, so the continuity of service can be maintained for all requests.

In the *Interest* of Completion Report Time

Reporting interest earned on your federal and state grants can be a challenge and we want you to be successful! There are some important things for you to remember as we head into the Completion Report season. Beginning with Fiscal Year 2016, all Interest earned for each grant must be reported in the Completion Report regardless of the amount earned.

In prior years, guidance required the remission of interest earned above the threshold of \$100 per grant. New Uniform Grant Guidance, 2 CFR §200.305 (9), states that interest earned on federal grants in excess of \$500 must be remitted to the Arizona Department of Education.

For procedures specific to interest earned from State Grants, please contact your program area representative for additional information.



*"We are what we
repeatedly do.
Excellence, then,
is not an act,
but a habit."
~ Aristotle*



GME News You Can Use

Related Documents issues thwarting your Funding Applications? Forgot to upload a document or uploaded the wrong document? The solutions are easy!

First: Where are you in the Funding Application process? Have you submitted?

If not, and you are in the **Draft Started** or **Revision Started** status, you can still attach documents. If you are somewhere between **Draft Started** and **LEA Authorized Representative Approved** (this LEA approval status = submitted), you are still in luck. On the **Sections** page, use the appropriate **Change Status To** option of **"LEA....Returned Not Approved"** to move your application backward into a status that allows you to update the Related Documents page.

If you *have* submitted to ADE, contact the appropriate Program Area Specialist to return your application to you. Once returned, update your documents and resubmit.

Keys to a Successful Grant Closeout

We want you to be successful with the management of your grant funds and we know that understanding the timeline associated with each of your funding applications is the key to closeout success! Understanding important dates specific to each grant will help you avoid holds being placed on your Funding Applications. Completion Reports should be submitted within 60 days of your project end date and any refunds that result from a Completion Report need to be returned within 30 days of approval. So, how do you avoid missing any of these important dates?

- ◆ Know your project's end date
- ◆ Complete revisions in a timely manner
- ◆ Ensure the appropriate users have access
- ◆ Use the History Log
- ◆ Attend our trainings

First, know your project's end date and complete any revisions prior to starting your Completion Report. It is important to work with your program area contacts to know when you are able to submit revisions. Remember, revisions cannot be initiated once a Completion Report draft has been started.

Second, ensure your users have the appropriate access. The Grants Management Enterprise (GME) system only needs the approval of the Business Manager role for Completion Report submittals. If you are not sure how to give access, review the User Access Administration instructions in the Document Library. If you continue to have issues, please contact us.

Then, use the History Log to document your project's activities throughout the year. This will help you and your program area contacts track important project details.

For more information on completion reports and training opportunities, check out Upcoming Training Opportunities on Page 3 of this newsletter and register today!

Start the School Year Off Right

The 2016-2017 school year is upon us and with it comes the promise of great growth and opportunities. As part of our own growth and customer outreach endeavor, we're excited to launch our first Grants Management Connection Newsletter, which is specifically designed to help our customers be successful in the day-to-day management of their federal and state grant funds.

With each passing year, federal and state grant requirements are transforming, requiring an understanding of regulation and its impact on funding, greater oversight, and added transparency. So, what do these changes

mean for you and how in the world can you hope to keep up? **Let us help you!**

We have signed you up for our newsletter in the hopes you will find great value in its content, so please share your feedback and suggestions to help us improve. If you ever find that what we offer is not for you, you can simply click unsubscribe at the bottom of any email. However, if you receive any federal and/or state funded grants and want tips for successfully managing your funds, we think you'll enjoy these monthly newsletters.

Get to Know Your Grants Team



Christy Ellison, M.P.A.

We want to give you the opportunity to get to know the faces of your Grants Management Support Team. Each of the upcoming issues will feature staff from your Grants Team and provide information on how they can support you! For our inaugural issue, we would like to introduce you to Christy Ellison, Deputy Associate Superintendent of ADE's Grants Management Department.

"I am excited to be part of the Grants Management team and for the opportunity to serve Arizona's educators. I joined ADE in May 2015 with nearly 10 years of grants management experience within education at the district, county, and state levels. I look forward to working with you."



Upcoming Training Opportunities

Title: GME Navigation Basics

Date & Time: August 10, 2016, 11:00 AM to 12:00 PM

Location: Webinar

Title: Completion Reports Overview

Date & Time: August 17, 2016, 11:00 AM to 12:00 PM

Location: Webinar

Title: Funding Application Overview

Date & Time: August 19, 2016, 11:00 AM to 12:00 PM

Location: Webinar

Title: User Roles and User Access Administration

Date & Time: August 24, 2016, 11:00 AM to 12:00 PM

Location: Webinar

Title: Reimbursement Requests Overview

Date & Time: August 31, 2016, 11:00 AM to 12:00 PM

Location: Webinar

For more session details and to register for GMU Training, visit ADE's Event Management Calendar at

<https://ems.azed.gov/Home/Calendar>